



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

Community Enhancement Program Committee

REGULAR MEETING

Troutdale City Hall - Council Chambers

219 E. Historic Columbia River Hwy. (Lower Level, Rear Entrance)

Troutdale, OR 97060-2078

Monday, July 11, 2016 - 7:00PM

Mayor

Doug Daoust

City Council

David Ripma

Corey Brooks

Larry Morgan

Glenn White

Rich Allen

John Wilson

City Manager

Craig Ward

1. COMMITTEE ROLL CALL

2. **DISCUSSION:** Committee review, discussion and decisions of three *re-submitted* project funding requests.

CEPC Co-Chairs

<u>Project</u>	<u>Title</u>	<u>Sponsor Organization</u>	<u>Representative</u>
A	Mayor Square Mural	Troutdale Historic Society	Rip Caswell
C	Gym Completion Project	Harvest Christian Church	Mike Halstead
E	Restoration of Union Pacific Caboose	Troutdale Historical Society	Sharon Nesbit

3. ADJOURNMENT

Doug Daoust, Co-Chair
Dated July 6, 2016

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page www.troutdaleoregon.gov or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.

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CITY OF TROUTDALE

Community Enhancement Program Committee

STAFF REPORT



SUBJECT / ISSUE: Evaluate Three Revised and Resubmitted Community Enhancement Project Funding Requests.

MEETING TYPE:
City Council Work Session

MEETING DATE: July 11, 2016

STAFF MEMBER: Erich Mueller
DEPARTMENT: Finance

ACTION REQUIRED
Information/Discussion

**ADVISORY COMMITTEE/COMMISSION
RECOMMENDATION:**
Not Applicable

PUBLIC HEARING
No

STAFF RECOMMENDATION: none.

EXHIBITS: A., C. & E. Project Applications - *re-submitted*
B. & D. Omitted
F. CEP Guidelines
G. CEP 2016 Application Package

Subject / Issue Relates To:

☐ Council Goals ☐ Legislative ☒ Other:

Supporting eligible projects which result in improving the health, safety and welfare of the residents; protection and preservation of the local environment, reduce the volume and toxicity of solid waste, improve recreational opportunities, or enhance art and culture within the City

Issue / Council Decision & Discussion Points:

- ◆ Administration of Community Enhancement Program in accordance with the IGA
- ◆ Ensure Project Eligibility Criteria is fulfilled

Reviewed and Approved by City Manager:

BACKGROUND:

The purpose of the CEP is to rehabilitate and enhance the area around the facility from which the fees are collected through funding eligible enhancement project grants, and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.

The Troutdale Solid Waste Community Enhancement Program Advisory Committee, (CEPC) was established to administer the program.

The CEPC originally received 5 project applications requesting \$125,655 for this funding cycle and met June 21, 2016 to consider the applications. One application, the Cracked Pots Upcycled Art Show project was approved for a \$4,655 grant. Subsequently the *Community Enhancement Project Sponsor Agreement* has been executed and the project was funded July 1, 2016. The Mayor Square Bronze project was withdrawn by applicant at the June 21, 2016 CEPC meeting. The CEPC discussed the remaining three projects with the applicants, took no decision, and agreed to meet again to discuss the projects further.

ACTIONS NEEDED TONIGHT:

Each of the remaining three project applications from the June 21, 2016 meeting have been revised as the project costs, requested funding and match amounts, and have been re-submitted for CEPC consideration this evening.

	Title	Sponsor Organization	Total Cost	Requested \$	match	% match	required % match		Residents benefited
A	Mayor Square Mural	Troutdale Historic Society	\$34,969	\$ 20,850	\$14,199	40%	40%	Met	All
C	Gym Completion Project	Harvest Christian Church	\$ 39,500	\$ 23,000	\$16,500	42%	40%	Met	200
E	Restoration of Union Pacific Caboose	Troutdale Historical Society	\$ 35,000	\$ 21,000	\$14,000	40%	40%	Met	15,000
			Total->	\$ 64,850					

The CEPC will need to:

- receive the presentations from the project sponsors and review their submitted applications
- evaluate how strongly projects actually meet one or more of the required **CEP Goals**
- determine each application's compliance the **Project Eligibility Criteria** requirements
- carefully consider what precedent might be established with funding decisions
- avoid funding decisions which may be construed to violate constitutional prohibitions

Project A - Mayor Square Mural Project

Staff have held follow up discussions with the Project Sponsor for the Mayor Square Mural Project (Exhibit A) and provided clarification of the types of conditions needed to be addressed for potential project approval. Conditions include an agreement acceptable to the City, between the Project Sponsor and building owner which define the ownership of the mural, responsibility for ongoing maintenance, circumstances for removal, and that mural be dedicated to the public domain to allow photos by the public.

Additional conditions for the City include, that should there occur any racist, sexual, or other offensive graffiti, which is not immediately removed or concealed, that the City has the explicit permission to conduct graffiti abatement as the City deems necessary, and the City shall be held harmless for such graffiti abatement actions.

Further that there will be no tree removal in Mayors Square, for the period of the constructing/painting process of the mural, the Project Sponsor shall obtain a permit for staging/working from Mayors Square, and shall provide the City with a certificate of insurance providing for liability coverage during the construction period.

The revised project application requests \$20,850 and meets the 40% match requirement.

Suggested motion:

*"I move to approve the **Mayor Square Mural Community Enhancement Project** for a funding amount of **\$20,850** subject to the necessary terms and conditions.*

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Project C - Harvest Christian Church Gym Completion Project

While the Harvest Christian Church Gym Completion Project (Exhibit C) is a worthwhile project, in follow up discussions with the City Attorney subsequent to the last CEPC meeting, it has been determined that the project is probably ineligible for CEP funding.

Funding of the Church Gym Completion Project would likely be in violation of the adopted IGA with Metro for the CEP, the Troutdale CEP Guidelines, Metro Administrative Procedures and the Metro Code Chapter 5.06 which provides the authority and jurisdiction to collect an enhancement fee and establish and implement a solid waste community enhancement program, each of which has a prohibition against promoting or inhibiting religion. The Metro authority and jurisdiction is established under the Oregon Constitution, ORS Chapters 268 and 459, and the Metro Charter.

Funding the Gym Completion Project would ultimately be unlawful under the Oregon Constitution Article I, Bill of Rights, Section 5. *“No money shall be drawn from the Treasury for the benefit of any religious [sic], or theological institution, nor shall any money be appropriated for the payment of any religious [sic] services in either house of the Legislative Assembly.”*

This prohibition goes farther than the federal constitution and prohibits spending that benefits or subsidizes either a religion or an institution such as a church.

The committee may want to err on the side of caution because Oregon law provides that members of a public body that spend money unlawfully can be ordered to refund it from their own pockets. While that probably has never happened, it would not be good to be the first example.

The City Attorney will be in attendance and can address any specific questions regarding interpretation, precedent and case law on the bright line prohibition of using public funds to in any way support “religion” in Oregon.

Staff suggests taking no further action on this project application.

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Project E - Restoration of Union Pacific Caboose Project

The Project Sponsor for the Restoration of Union Pacific Caboose Project (Exhibit E) has resubmitted the application requests \$21,000 and meets the 40% match requirement.

Any potential project approval should be subject to the Project Sponsor obtaining a permit for staging/working from Depot Park, and providing the City with a certificate of insurance providing for liability coverage during the restoration period.

Suggested motion:

*“I move to approve the **Restoration of Union Pacific Caboose Community Enhancement Project** for a funding amount of **\$21,000** subject to the necessary terms and conditions.*

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The following for the CEPC reference.

CEP Goals:

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.
4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Project Criteria:

The project must meet all the applicable criteria (use the following as your checklist):

1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.
2. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Troutdale Transfer facility.
3. Projects/programs may be funded in part or in full.
4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.
6. Any local government applicant must submit a letter of support from a private or non-profit partnership.
7. An applicant must submit approval from an affected property owner or jurisdiction.
8. An applicant must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.
9. Grant applicants must attend the grant review meeting to be eligible.

10. Some proposals may require liability insurance.
11. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
12. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
13. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
14. The Troutdale Enhancement Committee shall provide an open public process for project/program review and recommendation.
15. The enhancement fund shall not substitute for projects/programs funded by other sources.
16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars (matching funds), prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

Additional Funding %	Total Project Cost	Additional Matching Funding
• 10%	up to \$4,999	(\$1 to \$500)
• 20%	from \$5,000 to \$9,999	(\$1,000 to \$2,000)
• 30%	from \$10,000 to \$19,999	(\$3,000 to \$6,000)
• 40%	from \$20,000 to \$39,999	(\$8,000 to \$16,000)
• 50%	from \$40,000 to \$74,999	(\$20,000 to \$37,500)
• 75%	from \$75,000 or more	(\$56,250 plus)

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SUMMARY:

- As this is the first project evaluation and funding cycle, it is expected there will be considerable CEPC discussion of both proposed projects and program requirements.
- This funding cycle is expected to result in necessary revisions to the process for the next project cycle.
- The CEPC will need to meet in early 2017 to revise the application timeline and consider other program refinements.

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

JUN 28 2016 ^{SS}

CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Application for Funds

July 1, 2016 through June 30, 2017

Title of Project: Mayor Square Mural -- 2016 (Application update 06/28/2016)

Applicant Organization: Troutdale Historic Society -- Arts Council = Project "Sponsor" Is this
a Non-Profit Organization? Y/N Y Federal Tax ID Number 93-0738777

Contact Person: Rip Caswell Daytime Phone: (503) 502-7756

Email: ripcaswell@msn.com

Address Caswell Gallery, 253 E. Historic Columbia River Hwy

City Troutdale State: OR Zip: 97060

Signature:  June 28 16

Name: Rip Caswell Title: Project Manager

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

Grant Amount Requested:	\$	20850.00
+ Matching Funds (Cash):	\$	
+ In-Kind Matching Funds	\$	14119.35
= Total Cost of Project:	\$	34969.35

PROPOSED SCHEDULE

Project Start Date: July 1, 2016 Project Completion Date: June 2017 (Exit Report)

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

The newly formed Troutdale Arts Council proposes the creation of a public art mural to be installed on the west wall of Mayor's Square (east wall of adjacent building). The mural will depict historic scenes of Troutdale's history. Mayor's Square, located in Troutdale's commercial district, is a popular city park not only for Troutdale residents and business owners, but also the countless tourists passing through the Gateway to the Gorge. This mural is the first project of the Troutdale Arts Council whose mission is to provide public art in the community and to promote awareness of arts and local culture. The Arts Council will post a Request for Proposals from professional mural artists. Benefits to the community include:

- Beautification of the adjacent commercial area.
- Enhanced art and culture within Troutdale.
- Increased educational awareness of Troutdale's history, culture, and art.

Estimate how many residents will benefit if this project is funded.

All residents will have free access to the Mayor Square Mural and the local history it imparts. The Arts Council will work with the Troutdale Historical Society to provide historical background of the mural to all school children and residents. Public informational presentations and tours of all Troutdale's public art will be free to all.

As the Gateway to the Gorge, Troutdale commercial district recognizes arts and cultural as a significant player in tourism strategy. The economic impact of tourism has a positive impact on Troutdale residents and business owners. The Mayor's Square Mural will kick start a comprehensive public art program that will enhance Troutdale's tourist-industry.

What is the geographic area of the City where the project will take place?

Troutdale Downtown Business District.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

X	1. Increase attractiveness/market value of residential, commercial or industrial areas.		6. Increase recycling efforts to provide a reduction in solid waste.
	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	X	7. Increase employment or economic opportunities for City residents.
X	3. Preserve or increase recreational areas and programs within the City.		8. Rehabilitate or upgrade the market value of housing or commercial property.
	4. Improve safety within the City.		9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
X	5. Result in significant improvement in the cleanliness of the City.	X	10. Enhance art and culture within the City.

List by item number above and describe how the project meets the each goal.

1. Increase attractiveness/market value of residential, commercial, or industrial areas.

When driving from the truck stop to downtown Troutdale; one of the first things that is often seen is debris/litter hanging from the trees and brush. With a town impacted by severe east winds, litter control is difficult. The litter covered vegetation gives a dirty impression of Troutdale. Who would want to visit a dirty downtown? A public art project such as this can counteract the presence of the litter.

Mayor Square is a prominent attraction in Troutdale's downtown commercial district. It serves as a place of gathering point for community functions and over 16,000 residents. The square includes significant art features, gardens, benches, and gathering spaces and is the site of monthly First Friday art walks, and many other traditional town gatherings. Tourists are drawn to the square to enjoy its serenity and beauty on their way to and from the Columbia River Gorge.

The addition of "a painting on the wall of the square" is analogous to a painting in your living room. It will give the public a painting to enjoy and will provide diversity of art in Mayor Square. A painting of this magnitude will attract more visitors to the square.

3. Preserve or increase recreational areas and programs within the City.

Although there won't be an increase in the size of the square, there will be a positive increase in the visual impact. Currently there is a blank, concrete wall defining the west boundary of the square. A historically significant mural will educate and inspire the numerous visitors traveling through our Gateway to the Gorge.

This mural is the first step in developing a comprehensive public art program in Troutdale. This program would include informative walking tours, potential mentorships, and public involvement in the creation of the art. In addition, this public art program will serve Troutdale Historical Society's goal to preserve the unique history and heritage of its city.

5. Result in significant improvement in the cleanliness of the City.

When a city shows pride in its facilities and provides public art for people to enjoy, they become more conscientious about their role and responsibility in maintaining the cleanliness of their surroundings. This addition to Mayor Square will certainly have that affect. Public art murals have proven to be an effective anti-graffiti measure in cities around the nation. The proposed wall for the mural is currently vacant and susceptible to vandalism.

7. Increase employment or economic opportunity for City residents.

Troutdale's commercial district, with its art galleries, public art work, museums and other attractions has already established itself as a popular tourist site. However, arts and culture can also provide direct economic benefits to the community. A report by the National Governors Association (<http://www.nga.org/>) states that the arts and cultural industries "create jobs, attract investments, generate tax revenues, and stimulate local economies through tourism and consumer purchases. These industries also provide an array of other benefits, such as infusing other industries with creative insight for their products and services and preparing workers to participate in the contemporary workforce. In addition, because they enhance quality of life, the arts and culture are an important complement to community development, enriching local amenities and attracting young professionals to an area."

10. Enhance art and culture within the City

With the Mayor Square Mural project, the Arts Council, in collaboration with the Troutdale Historical Society, will provide informal educational presentations during the development of the mural as well as tours of all the public art landmarks.

Troutdale, as the Gateway to Gorge on the Historic Columbia Highway, attracts visitors from around the world who contribute to the local economy. Troutdale hosts more art galleries than any of its neighboring cities and private and public art investors are drawn to the Oregon Cultural Trust program that awards individuals and businesses with a tax credit when they make a contribution to a qualifying Oregon cultural nonprofit and a matching gift to the Trust. In addition, the rapid expansion of East Multnomah County induces residents and city planners to continue to maintain and improve the quality of life in Troutdale.

In 2017, Troutdale will be 110 years old. The Mayor Square Mural project will propel this

already flourishing art community into the next decade of success while documenting significant historical contributions and contributing to livability of the city.

Explain how this project meets one or more of the Project Eligibility Criteria listed in the instructions.

This project meets one or more of the Project Eligibility Criteria. Following is a description by item number:

1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.

The project is located in the Downtown Troutdale Commercial District.

4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).

See response to item (5.)

5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.

Since this mural will be installed on the west wall of Mayor Square, the Art Council has a letter by the Troutdale Parks Department stating criteria 4, 5, 7 and 8 of the grant application regarding the government entity, affected jurisdiction, and applicable City Departments is satisfied. See Exhibit A.

7. An applicant must submit approval from an affected property owner or jurisdiction.

The Arts Council obtained a letter from the building owner permission to install the mural. See Exhibit B.

16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars, (matching funds) and prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

Many volunteers have contributed their skills and time in this project and the artist is going to give a discounted rate for their work. See PROJECT BUDGET for details of in-kind contributions.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1. Finalization of City requirements (e.g., easements/restricted covenants, insurance, etc.). This work will commence upon award of grant. Estimated time to complete this phase is 4-weeks (July 1 to August 1, 2016).
2. Artist's solicitation and award: The documentation, advertisement, and award of the project to a qualified artist will take about 3 months maximum. Work has already begun and will continue upon award of grant. Award of work July 15, 2016.
3. Development of community education program: Depending on the extent of the community education program this may take anywhere from 3-6 months.
4. Painting and installation of the mural: This phase of the project will take about 4-5 weeks. It will include preparation of the wall, painting the mural on panels (off site), installation of the mural, and clean-up. Anticipate work to begin August 29 with completion September 26, 2016.
5. Exit Report: Input from the public will commence upon completion of the mural, at the Fall Festival, and throughout the next 8 months. Completion of Exit Report June of 2017.
- 6.

Describe prior experience managing similar projects.

Project Manager – Rip Caswell

I have worked closely with a variety of public and private entities, to create both individual sculptures and sanctuary-like settings that tell stories and create moods, as developed by the client. These entities among others include major developments, business parks, national parks, schools and churches.

The process I use in my commissioned project involves client input as well as collaboration with designers, architects, and landscape architects as needed. This input is gathered at meetings, interviews, and during presentations.

My most notable projects to date include:

- o **Admiral Chester W. Nimitz** – a National Monument of the five star Admiral and Commander of the Pacific Fleet. Dedicated and installed on the deck of the USS Missouri in Pearl Harbor, Hawaii on September 2nd 2013.
- o **Governor Tom McCall Memorial** – commissioned by the Oregon Community Foundation and the Tom McCall Memorial Committee. This monument was installed near the Capitol building at the Riverfront walkway in Salem, Oregon, 2008.
- o **Tommy Tucker Iraq War Memorial** - a victim of abduction and torture during the Iraq war, Tommy Tucker's friends and family desired to honor him with this monument. The life size figure of Tommy Tucker helping an Iraqi girl stands at Friendship Park in Madras, Oregon, 2009.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We may need the City Parks Department to restrict public access to the wall during the preparation of the wall and installation of the mural. We will provide a final project schedule to coordinate with the City.

**Does this project require coordination with other public and private organizations?
Has the necessary coordination been completed? If yes, please describe.**

There will most likely be coordination with the City in use of the square during September when the preparation work and mural installation work is to take place. We will provide a final project schedule to coordinate with the City.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

We are scheduling the unveiling of the mural for the West Columbia Gorge Fall Festival.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

To assess the response of the public to the mural will be the following:

1. Survey taken electronic through hash tags. A sign with instructions will be mounted at the Mayor Square and the Historical Society asking folks to take their photos of themselves with the mural and post them on Facebook.
2. We'll also encourage people to send emails or notify us of their likes (dislikes) and what sort of projects they would like to see in the future.
3. A history showing the development and history of the mural will be made available to the public through Facebook and/or a brochure. In the write up will be a call for future volunteers, donations, and public input.

PROJECT BUDGET

Total Estimated Costs: \$ 34969.35

How were these costs estimated? (quotes catalog, previous projects, etc.)

Costs are based on estimates obtained for professionals interviewed to perform the work; catalogs, and estimates on work tasks.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Labor Cost				
• Artist paint/installation (\$20,000)	\$20,000.00	\$14119.55		
• In-kind (Sponser)				
Wall preparation	\$850.00			
Total	\$20850.00	\$14119.35		

% of Total Budget provided by Sponsor: 40.4%

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

• Preliminary design/Grant preparation	(60 hours)	(\$1384.20)
• Artist Solicitation/Interview/ Award	(90 hours)	(\$2076.00)
• Education program development & presentation	(180 hours)	(\$4152.60)
• Exit Report	(80 hours)	(\$1845.60)
• Project Management	(85 hours)	(\$1960.95)
Total Volunteer Costs		(\$11419.35)

Wall prep - Painter quoted a discounted rate		(\$150.00)
Artist Discount 20% of \$50.00/sq ft 240 sf feet		(\$2400.00)
Grant consultant	(3 hours)	(\$150.00)

Total In-Kind (\$14119.35)

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Application for Funds
July 1, 2016 through June 30, 2017

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CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Title of Project: Gym Completion Project

Applicant Organization: Harvest Christian Church = Project "Sponsor"

Is this a Non-Profit Organization? Y/N Y Federal Tax ID Number 931168536

Contact Person: Mike Halstead Daytime Phone: 503-319-1312

Email: mikeh@harvestworld.com

Address 624 SW Halsey St

City Troutdale, State: OR Zip: 97060

Signature: *Mike Halstead*

Name: *Mike Halstead*, Title: *Project Manager - Pastor*

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

Grant Amount Requested:	\$	23,000
+ Matching Funds (Cash):	\$	8,000 (cash)
+ In-Kind Matching Funds	\$	8,500
= Total Cost of Project:	\$	39,500

PROPOSED SCHEDULE

Project Start Date: July 15, 2016 Project Completion Date: August 15, 2016

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

We have completed our Gym, Locker Room, and Workout area at Harvest Christian Church. Our goal is to expand our current programming with new equipment for basketball, volleyball, boxing, exercise equipment, children's programming along with lockers and benches for the locker rooms. We will also add a roll-up door to keep children safely out of the workout/weight room.

Estimate how many residents will benefit if this project is funded. 200

What is the geographic area of the City where the project will take place?

Between Halsey and 257th (enter on Halsey). Within one quarter mile of 400 apartment units.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

<input type="checkbox"/>	1. Increase attractiveness/market value of residential, commercial or industrial areas.	<input type="checkbox"/>	6. Increase recycling efforts to provide a reduction in solid waste.
<input type="checkbox"/>	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	<input type="checkbox"/>	7. Increase employment or economic opportunities for City residents.
<input checked="" type="checkbox"/>	3. Preserve or increase recreational areas and programs within the City.	<input type="checkbox"/>	8. Rehabilitate or upgrade the market value of housing or commercial property.
<input type="checkbox"/>	4. Improve safety within the City.	<input type="checkbox"/>	9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
<input type="checkbox"/>	5. Result in significant improvement in the cleanliness of the City.	<input type="checkbox"/>	10. Enhance art and culture within the City.

List by item number above and describe how the project meets the each goal.

3. Preserve or increase recreational areas and programs within the city.

Providing added equipment will increase recreational programs within Troutdale.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

Programming provided by this CEPC funding will be open to all in the community and not require specific religious beliefs.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Purchase and installation of various sports equipment, locker room furniture and roll-up door will be completed within one month.

Describe prior experience managing similar projects.

I have spent the last 30 years organizing and staffing different events within the church. I was the project manager for our current 47,000 square foot facility and am a licensed commercial contractor.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

None

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Significant facility improvements will take one month.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

Currently, we have approximately 100 people per week participating in the following activities: family gym night, over 21 men's basketball night, Monday evening basketball for the foreign students taking lessons at the airport, Tuesday and Thursday women's exercise class, Wednesday morning "Seedlings" caregiver and kids activity time. Our goal is to average 200-250 participants per week with the new activities made possible with the added equipment.

PROJECT BUDGET

Total Estimated Costs: \$ 39,500

How were these costs estimated? (quotes catalog, previous projects, etc.)

Catalog quotes

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Labor Cost				\$1,500
Supplies	\$23,000			
Capital			\$8,000 cash	
Materials				\$7,000
Other				
Total	\$23,000		\$8,000	\$8,500

% of Total Budget provided by Sponsor: 0.00% %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

65 hours volunteer installation time = value \$1,500

One Universal Weight Gym = value \$3,000

One elliptical trainer = value \$2,000

One stair-stepper = value \$2,000

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

JUN 29 2016 *SS*

CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Application for Funds

July 1, 2016 through June 30, 2017

Title of Project: Restoration of Union Pacific Caboose
Applicant Organization: Troutdale Historical Society = Project "Sponsor"
Is this a Non-Profit Organization? Y/N Y Federal Tax ID Number 93-0738777
Contact Person: Sharon Nesbit Daytime Phone: 503-665-0423
Email: snesbit@aol.com
Address 623 Buxton
City Troutdale, State: OR Zip: 97060
Signature: *Sharon K. Nesbit*
Name: Sharon Nesbit, Title: President
(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

Grant Amount Requested:	\$	21,000
+ Matching Funds (Cash):	\$	6,000
+ In-Kind Matching Funds	\$	8,000
= Total Cost of Project:	\$	35,000

PROPOSED SCHEDULE

Project Start Date: TBD Project Completion Date: June 30, 2017

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

A museum quality restoration including rust removal and repainting of Depot Park's iconic Union Pacific cupola caboose, a landmark on the curve of the Historic Columbia River Highway.

Estimate how many residents will benefit if this project is funded. 15,000

What is the geographic area of the City where the project will take place?

At the southeast corner of Depot Park

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

<input checked="" type="checkbox"/>	1. Increase attractiveness/market value of residential, commercial or industrial areas.	<input type="checkbox"/>	6. Increase recycling efforts to provide a reduction in solid waste.
<input type="checkbox"/>	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	<input type="checkbox"/>	7. Increase employment or economic opportunities for City residents.
<input checked="" type="checkbox"/>	3. Preserve or increase recreational areas and programs within the City.	<input type="checkbox"/>	8. Rehabilitate or upgrade the market value of housing or commercial property.
<input checked="" type="checkbox"/>	4. Improve safety within the City.	<input type="checkbox"/>	9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
<input type="checkbox"/>	5. Result in significant improvement in the cleanliness of the City.	<input checked="" type="checkbox"/>	10. Enhance art and culture within the City.

List by item number above and describe how the project meets the each goal.

1. The caboose is a historic focal point of Depot Park at the east end of Troutdale's downtown district, and is a major visitor attraction. It is often used as a photo site.
3. A restored and brightly painted caboose can only enhance the value of Depot Park.
4. Restoration and repainting will also include lead abatement.
5. The caboose demonstrates Troutdale's role as an early railroad town.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

The project restores a city landmark that is also an artifact of the non-profit Troutdale Historical Society. It will enhance a Troutdale City Park. The caboose is suffering rust problems and needs restoration.

Tim Seery, Troutdale City Parks, has given verbal approval by phone on April 29, 2016 for the project. Written approval to follow.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

At a time to be determined by the contractor, likely during the summer, Southern Pride Equipment Painting of Newnan, Ga., will erect a tent over the caboose and restore it to museum quality. The firm recently did two locomotives in Portland and comes well recommended. In addition to exterior paint on the cabin and undercarriage, the society plans a thorough cleaning of the interior, likely with volunteers, and some minor restoration requiring some upholstery and work on caboose stove. The time will be dependent on the contractor.

Describe prior experience managing similar projects.

The Troutdale Historical Society is responsible for maintenance of the Harlow House, the Barn Exhibit Hall and the most recent Historic Highway exhibit and cares for the contents of the Depot museum. While we have no experience in restoring train cars, we have contacted one of the few businesses in the country that does this work on a regular basis.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We intend to reach out to volunteer groups for help with interior work on the caboose, as well as building a new stairway to the access point.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The project will likely call for some barricades and blocked parking spaces during the period of the restoration work in cooperation with the city parks department.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Once the work is complete, we plan a rededication and caboose party, likely on a First Friday.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

A restored and obviously cared-for caboose should speak for itself in terms of effectiveness. When a city presents an appearance of being well-cared for, i.e. our street flowers and Mayors Square, it draws more people to the community. The caboose restoration, paired with the ultimate remodeling of the depot as a visitor center and bike hub is a good fit. As an historical society, the caboose project is one of our top goals for the next five years and will indicate that we take good care of our artifacts now and into the future.

PROJECT BUDGET

Total Estimated Costs: \$35,000

How were these costs estimated? (quotes catalog, previous projects, etc.)

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Labor Cost	\$10,800 est.	\$5,053		
Supplies		\$1685		
Capital				
Materials	\$10,200	\$7262		
Other				
Total	\$21,000	\$14,000		

% of Total Budget provided by Sponsor: 40.0 %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

Inkind volunteer contribution:

Rail historian Stan Clarke, advice, sources , research. Estimated hours to date: 10. Estimated hours in project: 100.

Interior restoration: Cleaning crew of about five. Estimated hours. 80.

Interior upholstery: Estimated hours, 10.

Interpretive work: 10.

Paid staff hours: 15.

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM GUIDELINES

The Troutdale Solid Waste Community Enhancement Program Advisory Committee, (CEPC) was established by resolution by the Troutdale City Council, Resolution No. 2289 on June 9, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933298.

A. Committee Responsibilities

The Committee shall:

1. Establish an enhancement area boundary.
2. Create bylaws.
3. Develop a process for soliciting and selecting solid waste community enhancement projects.
4. Comply with the eligibility criteria and goals set forth in the Metro Code and create additional criteria and goals where needed.
5. Review enhancement program revenue estimates annually and propose how funds will be allocated for the upcoming fiscal year or funding cycle.
6. Present an annual report to the Metro Council on all projects approved for funding.
7. Maintain complete and accurate records related to the administration of the program and submit records to Metro annually.

B. Project Eligibility Criteria

A project must meet the following criteria to be eligible for funding:

1. The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
2. The project applicant must be:
 - a. A neighborhood association, or other non-profit organization, including but not limited to charitable and community organizations with 501(c)(3) through (7) and (10) statuses under the Internal Revenue Service; or

- b. A school or institution of higher learning; or
 - c. A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 3. The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- 4. The project must not promote or inhibit religion.
- 5. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- 6. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

C. Project Goals

Projects shall meet one more of the following goals:

- 1. Improve the appearance or environmental quality of the community.
- 2. Reduce the amount or toxicity of waste.
- 3. Increase reuse and recycling opportunities.
- 4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c) status under the Internal Revenue Code.
- 5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands, open spaces, and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- 6. Result in improvement to, or an increase in, recreational areas and programs.
- 7. Result in improvement in safety.
- 8. Benefit youth, seniors, low income persons or underserved populations.
- 9. Enhance art and culture within the City.

D. Requests for Reconsideration

An applicant that did not receive funding may request reconsideration as follows:

1. Applicant shall send request for reconsideration to the committee Chair within 15 days of receiving the notice of denial of application.
2. The committee Chair will distribute the reconsideration request to committee members within 10 days of receipt of reconsideration request.
3. The committee Chair will convene a special meeting under Article VII of the Bylaws to consider the request.
4. The committee may grant the request for reconsideration only if a majority of the full committee agrees to reconsideration.
5. The committee shall inform the applicant of its decision within 10 days of the meeting referenced in paragraph 3.

E. Administrative Obligations

The City on behalf of the CEPC shall undertake the significant administrative reporting and compliance burdens required under the IGA. Including the following:

1. The City shall create a separate program accounting for receipt of the funds collected under Section 3. The City shall ensure that funds are expended only for projects chosen by the committee, and for program expenses.
2. Development and operation and revisions of the annual process for soliciting and selecting community enhancement projects.
3. Review for completeness and qualification requirement of grant application packets.
4. Ongoing grant recipient spending and completion monitoring and reporting.
5. Public Meeting Law requirements for the CEPC including meeting notices, minutes, and packet materials.
6. Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.

7. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
8. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

F. Specific Project Application, Evaluation and Timeline Procedures

The CEPC shall establish, subject to annual revision, specific grant application procedures, evaluation process and annual process timeline.

- Grant application procedures shall include application forms, instructions, required grant agreement, exit/project completion reporting and preliminary qualification requirements.
- Evaluation process shall include scoring forms for CEPC members, and funding limitations including matching funds requirements.
- The annual timeline shall include key dates including application deadline, preliminary qualification period, CEPC evaluation and award meetings, funding distribution.

G. Funding Allocation and Administration

- The CEPC intends to allocate 50% of the annual grant funding available to project applications for works of art.
- Unused funding allocation categories may carry over for use in subsequent years.
- Projects shall be funded up front upon award of the grant with expense documentation required from the project sponsor upon project completion.



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

Exhibit G
Item # 2
07-11-2016 - CEPC Meeting

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Mayor

Doug Daoust

City Council

*David Ripma
Eric Anderson
Larry Morgan
Glenn White
Rich Allen
John Wilson*

City Manager

Craig Ward

City Recorder

Sarah Skroch

March 1, 2016

To All Citizens of Troutdale:

The Community Enhancement Program is an exciting opportunity for citizens to participate in projects that improve quality of life for our Troutdale community.

The program is open to non-profit groups, organizations, or City advisory committees. The Troutdale Community Enhancement Program Committee (CEPC) encourages you to apply for project funding and help us enhance our community.

Community Enhancement Projects Grant Program application window is March 1, 2016 through April 29, 2016.

To be considered for this funding cycle, complete project application packages are due before 5:00pm April 29, 2016, to Sarah Skroch, City Recorder, 219 E. Historic Columbia River Hwy, Troutdale, OR 97060-2078.

Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

*The Troutdale Community
Enhancement Program Committee*

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

2016-2017 Funding Cycle Timeline:

The following is the process schedule for the Community Enhancement Projects Grant Program:

2016

March 1 – April 29 Application window for project proposals

April 29 Applications must be completed and returned to City Hall, by 5 pm.

June 21 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Council Chambers. Presentations should be limited to 4 minutes after which the committee will ask questions.

July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2016, or grant is forfeited.

Who can apply for funding?

Project proposals are accepted from non-profit organizations, neighborhood associations, schools, local government, and local government advisory committees. Qualifying non-profits can include a wide range of organizations including but not limited to service clubs, chambers of commerce, charitable and other community organizations.

What kinds of projects can be funded?

Projects submitted for funding must be located in the City of Troutdale and must be used to directly benefit Troutdale and its neighborhoods, and meet one or more of the Community Enhancement Program (CEP) goals.

CEP Goals:

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, open spaces, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.

4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Project Eligibility Criteria:

The project must meet all the applicable criteria (use the following as your checklist):

1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.
2. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Troutdale Transfer facility.
3. Projects/programs may be funded in part or in full.
4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.
6. Any local government applicant must submit a letter of support from a private or non-profit partnership.
7. An applicant must submit approval from an affected property owner or jurisdiction.
8. An applicant must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.
9. Grant applicants must attend the grant review meeting to be eligible.
10. Some proposals may require liability insurance.
11. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
12. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
13. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
14. The Troutdale Enhancement Committee shall provide an open public process for project/program review and recommendation.
15. The enhancement fund shall not substitute for projects/programs funded by other sources.

16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars,, (matching funds) and prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

Additional Funding %	Total Project Cost	Additional Matching Funding
• 10%	up to \$4,999	(\$1 to \$500)
• 20%	from \$5,000 to \$9,999	(\$1,000 to \$2,000)
• 30%	from \$10,000 to \$19,999	(\$3,000 to \$6,000)
• 40%	from \$20,000 to \$39,999	(\$8,000 to \$16,000)
• 50%	from \$40,000 to \$74,999	(\$20,000 to \$37,500)
• 75%	from \$75,000 or more	(\$56,250 plus)

Completion/Exit Report:

In order to receive final payment for the awarded grant, and be considered for future Community Enhancement grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.). Please mention the Community Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information:

- Staff will review all applications. Those which do not meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- The CEPC will rank the eligible applications against the funding goals.
- Selection of projects/programs to fund will be based on the ranking of applications against the goals for funding and applicants' demonstrated ability to successfully implement the proposed project/program.

- Committee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the CEPC final action.
- Funds for projects/programs will only be available from July 1 to June 30 of that fiscal year. A request for extension must be submitted by February of that fiscal year.
- Successful applicants will be required to enter into a Project Sponsor Agreement which outlines the responsibilities of both parties. See the example on the following page.
- Applicants should note that liability insurance may be required.
- The applicant agrees to hold the City of Troutdale, Metro and the CEPC harmless from the applicant's actions.
- Neither Metro nor the City of Troutdale is responsible for any costs incurred in preparing an application/proposal.
- Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
- Projects will be reimbursed for expenses incurred only between July 1 and June 30 of each fiscal year.
- Prior to applying an applicant is responsible for verifying where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. Most importantly, if the project results in any changes or improvement to a property or building, contact planning the department to determine if a Planning or Building Permit is required for the project.

COMMUNITY ENHANCEMENT PROJECT SPONSOR AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Troutdale ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«AMT_APPROVED» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
 - 1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
 - 2. Provide all necessary administrative support to manage the project.
 - 3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«AMT_APPROVED» in grant money.
 - 4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
 - 5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«AMT_APPROVED» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.
- D. If Sponsor fails to execute and return contract to City by September 30, 2016, grant is forfeited.

Signed this day of _____, 2016.

City of Troutdale

«SPONSOR»

By _____

By _____

City Manager, or Designee

Authorized Person To Execute Contract

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Application for Funds July 1, 2016 through June 30, 2017

Title of Project: _____

Applicant Organization: _____ = *Project "Sponsor"*

Is this a Non-Profit Organization? Y/N _____ Federal Tax ID Number _____

Contact Person: _____ Daytime Phone: _____

Email: _____

Address _____

City _____, State: _____ Zip: _____

Signature: _____

Name: _____, Title: _____

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

Grant Amount Requested:	\$	
+ Matching Funds (Cash):	\$	
+ In-Kind Matching Funds	\$	
= Total Cost of Project:	\$	

PROPOSED SCHEDULE

Project Start Date: _____ Project Completion Date: _____

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

Estimate how many residents will benefit if this project is funded. _____

What is the geographic area of the City where the project will take place?

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

<input type="checkbox"/>	1. Increase attractiveness/market value of residential, commercial or industrial areas.	<input type="checkbox"/>	6. Increase recycling efforts to provide a reduction in solid waste.
<input type="checkbox"/>	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	<input type="checkbox"/>	7. Increase employment or economic opportunities for City residents.
<input type="checkbox"/>	3. Preserve or increase recreational areas and programs within the City.	<input type="checkbox"/>	8. Rehabilitate or upgrade the market value of housing or commercial property.
<input type="checkbox"/>	4. Improve safety within the City.	<input type="checkbox"/>	9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
<input type="checkbox"/>	5. Result in significant improvement in the cleanliness of the City.	<input type="checkbox"/>	10. Enhance art and culture within the City.

List by item number above and describe how the project meets the each goal.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Describe prior experience managing similar projects.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

PROJECT BUDGET

Total Estimated Costs: \$ _____

How were these costs estimated? (quotes catalog, previous projects, etc.)

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Labor Cost				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: 0.00% %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).